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Chapter 5 MAT Voucher System Record Formats and Definitions

MATHR Transmission Header Record

(The MAT Certification and Voucher Systems share this record format.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Must equal "MATHR".
2	M	Release/Version Number	6	7	Alphanumeric	Must equal "1.1.8.B" or "2.0.0.A". TRACS Release = 2.0.
3	M	Record Number	13	5	Numeric	A sequential number beginning at 00001 and incremented by 1 for each record in this transmission. The record number for this record, MATHR, will always be 1 since this record is always the first record in each transmission.
4	M	Date Stamp	18	8	Date	Format: MMDDYYYY This is a system date stamp inserted by the sending software which represents the date this file was created. No dashes or spaces should be used in this field.
5	M	Time Stamp	26	6	Time	Format: HHMMSS This is a system time stamp inserted by the sending software which represents the time this file was created. No colons should be used in this field.
6		Sender-Defined Data	32	9	Alphanumeric	Reserved for sender use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions or to specify their own software releases, or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgement.
7	M	Sender Name	41	15	Alphanumeric	Sender's Name.
8		Sender Street Address	56	20	Alphanumeric	Sender's address
9	M	Sender City Name	76	15	Alphanumeric	Sender's city.
10		Sender State	91	2	Alphanumeric	Sender's state.
11		Sender Zip Code	93	5	Alphanumeric	Sender's zip code.
12		Number MAT10	98	5	Numeric	Value must equal zero.

MATHR Transmission Header Record

(The MAT Certification and Voucher Systems share this record format.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13	F	Number MAT15	103	5	Numeric	Value must equal zero.
14	F	Number MAT20	108	5	Numeric	Value must equal zero.
15		Number MAT30	113	5	Numeric	The number of MAT30 section 1 records in this transmission. (Do not count any other section records in this count). Enter zero if no MAT30's are submitted in this transmission, but MAT31's are submitted.
16		Number MAT31	118	5	Numeric	The number of MAT31 Delete Voucher records in this transmission.
17	F	Number MAT35	123	5	Numeric	Reserved for future use.
18		Number MAT40	128	5	Numeric	Value must equal zero.
19		Number MAT65	133	5	Numeric	Value must equal zero.
20		Number MAT70	138	5	Numeric	Value must equal zero.
21	F	Number MAT71	143	5	Numeric	Value must equal zero.
22	F	Number MAT72	148	5	Numeric	Value must equal zero.
23	M	Total Records Sent	153	6	Numeric	The total number of physical records sent in this transmission including this header record and the MATND record. A physical record is each MATXX record, and each section record for those MATXX records which have section records.
24	M	Mailbox ID	159	20	Alphanumeric	The user's telecommunications mailbox identifier. Positions 1-10 must contain "TRACSnnnnn" where nnnnn is a number. Positions 11-20 must contain spaces.

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MAT30 Section 1: Assistance Payment Header Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Must equal "MAT30"
2	M		Release/Version Number	6	7	Alphanumeric	Must equal "1.1.8.B." or "2.0.0.A" TRACS Release = 2.0
3	M		Record Number	13	5	Numeric	
4	M		Section Indicator	18	1	Alphanumeric	Must equal "1"
5	M		Section 2 Summary Count	19	4	Numeric	Number of basic records Must equal "1"
6	F	52670 #11.1	Section 3 Regular Payment Count	23	4	Numeric	Number of regular payment records
7	F	52670 #11.2	Section 4 Adjustment Payment Count	27	4	Numeric	Number of adjusted payment records
8		52670 #11.3	Section 5 Approved Special Claims Count	31	4	Numeric	
9		52670 #11.4	Section 6 Miscellaneous Accounting Count	35	4	Numeric	

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT 30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Must equal "2"
2	M		Record Number	2	5	Numeric	
3	MOC	52670 #3	Contract Number	7	11	Alphanumeric	<p>Mandatory for Section 8, 202/162 PAC, 202 PRAC and 811 PRAC.</p> <ol style="list-style-type: none"> All 11 characters must be filled. There cannot be dashes in any of the 11 characters of this number. The first two characters of this field must be alphanumeric. The second two characters of this field must be numeric. Character number 5 of this field can only contain one of the following values: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, G, H, K, L, M, P, Q, R, S, T, or V. If character 5 of this field contains a L or M, then characters 6 through 8 must be numeric and characters 9 through 11 must be numeric. If the 5th character of this field contains an R, then the 6th character must either be numeric or contain an S. The 7th through 11th characters must be numeric.
4	MOC	52670 #2	Project Number	18	8	Alphanumeric	<p>Mandatory for RAP, Rent/SUP, PAC, and PRAC subsidy types. Optional for Section 8 Subsidy types. If project is FmHA 515/8 enter "0000FMHA".</p> <ol style="list-style-type: none"> All 8 characters must be filled. There cannot be dashes in any of the 8 characters. The first 3 characters of this number must be numeric.
5		52670 #1	Project Name	26	35	Alphanumeric	

MAT 30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
6	M		Voucher ID	61	10	Numeric	<p>If voucher is a first time submission for the contract number and voucher month/year, must enter 9999999999.</p> <p>If it is a correction to a previously submitted voucher with the same contract number and voucher month/year, must submit voucher ID.</p> <p>Zero is a valid entry.</p>
7	M	52670 #10.1	Voucher Date	71	6	Date	Format: MMYYYY
8	M	52670 #4	Subsidy Type	77	1	Alphanumeric	1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC
9		52670-A part 1 #6	Section 8 Type	78	1	Alphanumeric	Type of Section 8 1 = Sub Rehab 2 = LMSA 3 = PD Set Aside 4 = New Construction
10		52670-A part 1 #7a	AHAP Signed Oct 1 81 Ind	79	1	Alphanumeric	HAP signed on/after 10/1/81 indicator For Section 8 contracts only Values: Y = Yes N = No Blank = N/A

MAT 30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11		52670-A part 1 #7b	HAP Effective Oct 1 81 Ind	80	1	Alphanumeric	HAP signed on/after 10/1/81 indicator For Section 8 contracts only Values: Y = Yes N = No Blank = N/A
12		52670-A part 1 #7c	HAP Signed Oct 3-84 Ind	81	1	Alphanumeric	HAP signed on/after 10/3/84 indicator For LM/PD Set Aside (without rehab) contracts only Values: Y = Yes N = No Blank = N/A
13		52670 #5a	Management Agent Name	82	35	Alphanumeric	
14		52670 #5b	Management Agent EIN Number	117	9	Alphanumeric	
15		52670 #6	Payee Name	126	45	Alphanumeric	
16		52670 #6	Payee Address	171	81	Alphanumeric	
17		52670 #6	Bank Address	252	81	Alphanumeric	
18		52670 #6	ABA Route Number	333	9	Alphanumeric	ABA Route

MAT 30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
19		52670 #6	Payee Account Number	342	9	Alphanumeric	Account Number
20	M	52670 #7a	Unit In Contract Count	351	4	Numeric	Totals in contract
21	M	52670 #7b	Unit Receiving Subsidy Count	355	4	Numeric	Number units receiving subsidy Zero can be a valid entry
22	M	52670 #7c	Unit Under Contract Vacant Count	359	4	Numeric	Number units vacant Zero can be a valid entry
23	M	52670 #7d	Unit Market Rent Count	363	4	Numeric	Number units market rent Zero can be a valid entry
24		52670 #8a	Exception Used Project Count	367	4	Numeric	Project Based Exception In Use
25		52670 #8b	Excp Allocated Project Based Cnt	371	4	Numeric	Project based Exception Allocated
26		52670 #8c	Exception Used Tenant Based Cnt	375	4	Numeric	Tenant-Based Exception In Use
27		52670 #8d	Total Exception Count	379	5	Numeric	Total Exceptions
28		52670 #8e	Exception Last Change Date	384	8	Date	Date Allocated Last Changed
29		52670 #9	Unit Low Income Tenant Count	392	4	Numeric	Number Of Units Under Described Situation

MAT 30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
30	M	52670 #11.1	Unit Regular Billing Count	396	5	Numeric	Number of Units Requesting Regular AP Zero can be a valid entry
31	M	52670 #12.1	Total Regular Payment Amount	401	8	Numeric	Amount of Regular AP requested Zero can be a valid entry
32		52670 #11.2	Unit Adjusted Billing Count	409	5	Numeric	Number of units requesting adjusted AP Zero can be a valid entry
33	M	52670 #12.2	Total Adjusted Payment Amount	414	8	Alphanumeric	Amount of adjusted AP requested. Permit negatives. Zero can be a valid entry. No spaces are allowed. All zeros is valid. A minus followed by all zeros is not valid.
34	M		Voucher Authorized Unrequested Amount	422	8	Numeric	This amount is the regular and adjusted housing assistance payment due in this billing that will remain unrequested at this time. Zero can be a valid entry.

MAT 30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
35	M	52670 #12.5	Total Voucher Amount	430	8	Alphanumeric	Permit negatives This amount includes the sum of Total Regular Payment Amount (field #31) and Total Adjusted Payment Amount (field #33) and all Special Claims Section 5 CLAIM AMOUNT fields and the sum of all Miscellaneous Payment Requests Section 6 MISC REQUESTED AMT and minus the Voucher Unrequested Amount (field #34). The only Alphanumeric character allowed is a minus in the left-most position. All positions, except the minus, must be numeric. If the amount is positive, all positions will be numeric. No spaces are allowed. All zeros can be valid. A minus followed by all zeros is not valid.
36	M	52670 Part V	Owner Name	438	45	Alphanumeric	
37	M	52670 Part V	Owner Signed Name	483	45	Alphanumeric	Signed name
38		52670 Part V	Owner Signed Title	528	20	Alphanumeric	Signed title
39	M	52670 Part V	Owner Signed Date	548	8	Date	
40		52670 Part V	Owner Signed Phone Number	556	16	Alphanumeric	Signed phone number

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT 30 Section 5: Approved Special Claim

(Submit one Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Must equal "5"
2	M		Record Number	2	5	Numeric	
3	M		Claim Type Code	7	1	Alphanumeric	1 = Unpaid Rent 2 = Damages 3 = Rent-Up Vacancy 4 = Regular Vacancy 5 = Debt Service
4	F		Claim ID	8	9	Alphanumeric	
5	M		Claim Amount	17	5	Numeric	

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT 30 Section 6: Miscellaneous Accounting Request

(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Must equal "6"
2	M		Record Number	2	5	Numeric	
3	M		Misc Request Type	7	4	Numeric	Valid Codes: SERV Service Coordinators DRUG Drug Related Expenses RQBL Request for balance or partial balance of outstanding funds on specified Voucher ID, field # 5 below (post 1.1.8). FORQ Field Office initiated accounting adjustment OARQ Owner/Agent initiated accounting adjustment
4	M		Misc Requested Amount	11	8	Alphanumeric	Permit negative
5	MOC		Voucher ID	19	10	Numeric	Mandatory if Misc Request Type equals "RQBL". Increases the subsidy payment for this voucher by the amount specified in Misc Requested Amount. This amount must not exceed the balance for the specified Voucher ID, field #5.
6			Comment	29	78	Alphanumeric	

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT 31 Delete Voucher Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M			1	5	Alphanumeric	Must equal "MAT31"
2	M		Release/Version Number	6	7	Alphanumeric	Must equal "1.1.8.B." or "2.0.0.A" TRACS Release = 2.0
3	M		Record Number	13	5	Numeric	
4	MOC	52670 #3	Contract Number	18	11	Alphanumeric	Mandatory for Section 8, 202/162 PAC, 202 PRAC and 811 PRAC.
5	MOC	52670 #2	Project Number	29	8	Alphanumeric	Mandatory for RAP, Rent/ SUP, PAC, and PRAC subsidy types. Optional for Section 8 subsidy types. If project is FmHA 515/8 enter "0000FMHA"
6	M	52670 #4	Subsidy Type	37	1	Alphanumeric	1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC
7	M		Voucher ID	38	10	Numeric	Zero is a valid entry.
8	M	52670 #10.1	Voucher Date	48	6	Date	Format: MMYYYY
9	M	52670 Part V	Owner Name	54	45	Alphanumeric	
10	M	52670 Part V	Owner Signed Name	99	45	Alphanumeric	

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MATND End of Transmission Record

(The MAT Certification and Voucher Systems share this record.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MATND"
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "1.1.8.B." or 2.0" TRACS Release = 2.0.
3	M	Record Number	13	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MATEV Voucher Error Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1			Literal	1	27	Alphanumeric	Value: "Processing Mailbox ID: @*@"
2			Mailbox Identifier	28	20	Alphanumeric	
3			Record Identifier	48	5	Alphanumeric	Value: "MATEV"
4			Release/Version Number	53	7	Alphanumeric	Value: "1.1.8. B." or "2.0.0.A" TRACS Release = 2.0
5			Record Number	60	5	Numeric	
6			Original Stamp Date	65	8	Date	
7			Original Stamp Time	73	6	Time	
8	F		User Defined	79	20	Alphanumeric	
9			Record Type Error	99	5	Alphanumeric	Value: "MAT30" or "MAT31"
10			Record Section Error	104	1	Alphanumeric	
11			Record In Error Rec Num	105	5	Numeric	
12			Field Number In Error	110	4	Numeric	
13			Field Name In Error	114	32	Alphanumeric	
14			Field Contents In Error	146	50	Alphanumeric	
15			Type Error	196	4	Alphanumeric	
16			Site Reported Count	200	6	Numeric	
17			MAT Calculated Count	206	6	Numeric	
18			Error Message Text	212	78	Alphanumeric	

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MATTV Voucher Trailer Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1			Literal	1	27	Alphanumeric	Value: "Processing Mailbox ID: @*@"
2			Mailbox Identifier	28	20	Alphanumeric	
3			Record Identifier	48	5	Alphanumeric	Value: "MATTV"
4			Release/Version Number	53	7	Alphanumeric	Value: "1.1.8.B." or "2.0.0.A" TRACS Release = 2.0.
5			Record Number	60	5	Numeric	
6			Original Stamp Date	65	8	Date	
7			Original Stamp Time	73	6	Time	
8			Error Stamp Date	79	8	Date	
9			Error Stamp Time	87	6	Time	
10			Sender Defined Data	93	9	Alphanumeric	
11			Sender Name	102	15	Alphanumeric	
12			Sender Street Address	117	20	Alphanumeric	
13			Sender City Name	137	15	Alphanumeric	
14			Sender State	152	2	Alphanumeric	
15			Sender Zip Code	154	5	Alphanumeric	
16			Total Number Error Records	159	6	Numeric	

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters